

Job Description: Levittown-Fairless Hills Rescue Squad Board August 2007

I. Position Summary: Provide governance to the Levittown-Fairless Hills Rescue Squad, stewarding and protecting its mission, while representing the organization to the community and accepting ultimate legal authority for it.

II. Essential Duties and Responsibilities:

a. Planning

- Approve the organization's philosophy and review management's performance in achieving it.
- Annually assess the environment and approve the Organization's strategy in relation to it.
- Annually review and approve the Organization's plans for funding its strategy.
- Review and approve the Organization's five-year financial goals.
- Annually review and approve the Organization's budget.
- Approve major policies.

b. Monitoring

- Elect, monitor, appraise, advise, support, reward, and, when necessary, change the Executive Director.
- Be assured that management succession is properly being provided.
- Be assured that the status of organizational strength and manpower planning is equal to the requirements of the long range goals.
- Approve appropriate compensation and benefit policies and practices.
- Propose a slate of directors to members and fill vacancies as needed.
- Annually approve the Performance Review of the Executive Director and establish his/her compensation based on recommendations of the Personnel Committee and Chairman of the Board.
- Determine eligibility for and appoint Board Committees in response to recommendations of the Nominating Committee.
- Annually review the performance of the Board and take steps to improve its performance.

c. Operating

- Review the results achieved by management as compared with the Organization's philosophy, annual and long range goals, and the performance of similar organizations.
- Be certain that the financial structure of the Organization is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice, and comments.
- Approve major actions of the Organization, such as capital expenditures and major program and service changes.

d. Fundraising

- Drive the development of a strategic plan that identifies budget requirements, then determine appropriate fundraising goals.
- Develop fundraising priorities, policies and approaches.
- Target, rate and approach potential donors.
- Ensure 100% contribution from all members of the board
- Monitor and evaluate fundraising campaigns.

e. Auditing

- Be assured that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the Organization and its operations.
- Regularly monitor the financial health and well-being of the organization
- Be assured that published reports properly reflect the operating results and financial condition of the Organization.
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Organization, and is diligently administering and enforcing those policies.
- Appoint independent auditors subject to approval by members.
- Review compliance with relevant material laws affecting the Organization.